

## 44-260.C. Voluntary Mid-Year Reporting

---

### Table of Contents

| Section                    | Topic                              |
|----------------------------|------------------------------------|
| <a href="#">44-260 C.1</a> | Voluntary Reporting                |
| <a href="#">44-260 C.2</a> | AR/CO Report Forms                 |
| <a href="#">44-260 C.3</a> | Impacts to Multiple Programs       |
| <a href="#">44-260 C.4</a> | Effective Date of Benefit Increase |
| <a href="#">44-260 C.5</a> | Requests for Verification          |
| <a href="#">44-260 C.6</a> | Request to Discontinue Benefits    |

CPG Letters 284 (3/13); 309 (1/14)

---

### 44-260 C.1 Voluntary Reporting

Changes in income and circumstances may be voluntarily reported at any time. These reports may be made by phone, in writing (including fax), online via email, or in-person to designated staff or at a Family Resource Center (FRC).

Mid-year action for voluntarily reported changes will **only** be taken when:

- Verification has been provided that results in an increase in CalWORKs benefits; or
- The recipient is requesting to discontinue CalWORKs for an optional member of the Assistance Unit (AU), as defined in [CPG 41-500.D](#) and [41-500.G](#), or for the entire AU.

Additional information may be found in [CPG 45-000.B](#) AR/CO Questions and Answers.

ACL 12-49

---

### 44-260 C.2 AR/CO Report Forms

The AR 3 Mid-Year Status Report for CalWORKs and CalFresh Form is an **optional** form and available for AR/CO AUs to use when reporting a change.

#### [Top](#)

As the AR 3 are not required form, the signature of only one parent is sufficient, per [CPG 45-000.B.4](#).

ACL 12-49; ACL 12-49 Errata

---

### 44-260 C.3 Impacts to Multiple Programs

Voluntarily reported changes may result in a benefit increase for one program but cause benefits to decrease in another program. For example: Increases to the CalWORKs grant may result in a decrease

in CalFresh benefits.

Any decrease in benefit amount requires timely and adequate notice.

ACL 12-49.

---

**44-260 C.4  
Effective Date  
of Benefit  
Increase**

The effective date of an increase in benefits will be based on when the change was voluntarily reported, **not** on when the change actually occurred.

The following table shows how the **type** of change determines when to increase CalWORKs benefits:

[Top](#)

| If a ...                                | Then CalWORKs will increase ...   |
|---|---|
| Decrease in income is reported          | Effective the 1 <sup>st</sup> of the month in which the change occurs or is reported, whichever is <b>later</b> . |
| New member of the household is reported | Effective the 1 <sup>st</sup> of the month <b>after</b> the change is reported.                                   |

ACL 12-49

---

**44-260 C.5  
Requests for  
Verification**

Requests for verification are required to allow **10 days** for the recipient to provide verification of the reported change and will be processed as follows:

| If adequate verification is ...    | Then ...   |
|------------------------------------|--|
| Received by the 10-day due date    | Actions will be taken to increase benefits in accordance with the above table in <a href="#">CPG 44-260.C.4</a> .  |
| Not received                       | A No Change Notice will be sent.   |
| Received after the 10-day due date | The date the verification is <b>received</b> will be considered the date of the voluntary report; and<br>The <b>received date</b> will be used to determine when to increase benefits per <a href="#">CPG 44-260.C.4</a> . |

ACL 12-49

---

**44-260 C.6  
Request to  
Discontinue  
Benefits**

A recipient may voluntarily request to discontinue an optional AU member or the entire case at any time. CalWORKs may be discontinued with or without timely notice as follows:

| If the request is made... | Then... |
|---------------------------|---------|
|---------------------------|---------|

[Top](#)

|            |   |
|------------|---|
| Verbally   | 10-day notice is required prior to discontinuance of CalWORKs.  |
| In writing | CalWORKs will be discontinued at the end of the month in which the request is made.<br>Adequate notice is required to inform the AU that CalWORKs have been discontinued. |

ACL 12-49

---